

COMPETENCIES EMPLOYEE SELF-ASSESSMENT

CON 101 – BASICS OF CONTRACTING

| CON 101 | Competency | Yes | No | Work Description/Justification |
|------------|---|-----|----|-----------------------------------|
| 1 | Recognize the roles, procedures, and principles of contracting (acquisition). | | | |
| 2 | Apply the elements of forecasting. | | | |
| 3 | Distinguish when, why, and how an acquisition plan is implemented. | | | |
| 4 | Examine the purchase request to ensure completeness and accuracy. | | | |
| 5 | Determine the type of funding, the date by which funds must be available, and whether the amount of funding is realistic. | | | |
| 6 | Choose sources and types of market information needed for the acquisition. | | | |
| 7 | Critique requirements documents and related elements of the purchase request so that applicability of FAR 12 can be determined. | | | |
| 8 | Distinguish FAR 12 applicability to the acquisition. | | | |
| 9 | Identify the need to furnish Government property or to authorize use of Government sources of supply. | | | |
| 10 | Distinguish among types of services. | | | |
| 11 | Determine application of the Service Contract Act. | | | |
| 12 | Describe and document steps for selection of sources. | | | |

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| 13 | Discuss the three types of competition requirements (Full and open, Full and open after exclusion of sources, and Other than full and open). | | | |
| 14 | Select non-price factors for award. | | | |
| 15 | Determine whether to solicit for lease, purchase, or both. | | | |
| 16 | Select the appropriate method of procurement (SAP, sealed bidding, or RFPs). | | | |
| 17 | Describe the basic types of contracts and agreements. | | | |
| 18 | Identify contract financing options, bond requirements, and methods of payment. | | | |
| 19 | Identify the procurement plan requirements. | | | |
| 20 | Select the method of publicizing the proposed procurement. | | | |
| 21 | Recognize the required components of all solicitations. | | | |
| 22 | Determine the need to conduct a pre-proposal conference and/or to amend/cancel the solicitation. | | | |
| 23 | Process the quote/proposal so that selection of the offer most advantageous to the Government will be made. | | | |
| 24 | Apply non-price evaluation factors so that the most advantageous offer will be selected. | | | |

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| 25 | Determine whether to award without discussion or establish competitive range, if necessary, so that the most highly rated offerors/ quoters will be selected for discussions. | | | |
| 26 | Outline the steps in award without discussions decision. | | | |
| 27 | Determine debriefing requirement so that an applicable debriefing can be conducted. | | | |
| 28 | Determine the responsibility or non-responsibility of a prospective contractor. | | | |
| 29 | Prepare an appropriate award so that a legal agreement is created. | | | |
| 30 | Identify elements of a protest. | | | |
| 31 | Recognize the information covered in a contract administration plan and post-award conference. | | | |
| 32 | Determine whether to modify a contract or exercise an option. | | | |
| 33 | Determine appropriate quality assurance measures. | | | |
| 34 | Select remedies available for commercial or noncommercial contracts. | | | |
| 35 | Recognize payment or accounting terms. | | | |

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| 36 | Recognize clauses relating to Government and intellectual property for use on Government contracts. | | | |
| 37 | Identify the various aspects of socioeconomic requirements. | | | |
| 38 | Identify various aspects of environmental contract management requirements. | | | |
| 39 | Determine the validity of a claim so that the contractor will be treated fairly and equitably. | | | |
| 40 | Recognize the reasons, procedures, and roles or responsibilities for application in the termination process. | | | |
| 41 | Demonstrate correct procedures for closeout of a contract. | | | |